



JOB DESCRIPTION

Job Summary:

Responsible for day-to-day management of the Authentic Maldives outlets operated by BCC, including management of Authentic Maldives staff, overseeing administrative, operational and marketing activities, and ensure the outlet activities are aligned with the overall organizations strategic objectives and ensure that regular key performance indicators are met.

Minimum Requirements:

- Bachelors or Masters in Project Management
- At least 3 years of experience in an Administrative or Human Resource Management or Project Management role

Job Tasks:

- Manage and oversee Authentic Maldives staff duty schedules and performance.
- Organize and manage Authentic Maldives outlets supplier files, logistical operations file, inventory file and all related correspondence.
- Act as a first point of contact between BCC Head office and Authentic Maldives outlets in communicating the shop operations and issues that may arise.
- Act as focal point of contact between Authentic Maldives and the vendors in addressing and attending to their inquiries and requests.
- Maintain and track inventory of Authentic Maldives (office inventory and products inventory) and manage reconciliation of inventory on a monthly basis.
- Prepare guidelines and SOP on receiving vendor products and requesting for low stock products.
- Ensure the security of the outlets are maintained at all times.

- Ensure the security of the inventory room in-store and BCC stock room that holds vendor products.
- Assist in the maintenance of Authentic Maldives outlets, attending to any damages to the shop and attending to any renovation requirements that arise.
- Manage the marketing activities of the shop, in coordination with BCC Marketing department, in promoting the shop
- Coordinate meetings and communicate with prospective stakeholders that are of interest to the Authentic Maldives outlet, in further promoting the shop or establishing new outlets in different locations.

Additional Responsibilities:

- Perform other work related duties assigned by the Business Center Corporation